AGENDA ZONING COMMITTEE

OF THE SAINT PAUL PLANNING COMMISSION

Thursday, May 5, 2011 3:30 P.M.
City Council Chambers
Third Floor City Hall - Saint Paul, Minnesota

NOTE: The order in which the items appear on this agenda is not necessarily the order in which they will be heard at the meeting. The Zoning Committee will determine the order of the agenda at the beginning of its meeting.

APPROVAL OF APRIL 21, 2011, ZONING COMMITTEE MINUTES

SITE PLAN REVIEW - List of current applications (Tom Beach, 651-266-9086)

NEW BUSINESS

1 11-130-239 Greater Frogtown CDC (783 Charles)

Re-establishment of nonconforming use as a duplex 783 Charles Ave, between Grotto and Avon

R4

Sarah Zorn 651-266-6570

2 11-130-099 Greater Frogtown CDC (711 Charles)

Re-establishment of nonconforming use as a duplex 711 Charles Ave, between St Albans and Grotto

R4

Sarah Zorn 651-266-6570

3 11-130-458 St. Paul Federal Credit Union (1664 University Ave)

Conditional Use Permit for drive-through service accessory to credit union, with modification of required setback from residential property 1664 University Ave W, between Fry and Pierce

R3

Sarah Zorn 651-266-6570

4 11-130-360 Renaissance Fireworks

Conditional Use Permit for seasonal outdoor sale of consumer fireworks with modifications 2089 Hudson Road, between McKnight and Pedersen

B2

Kate Reilly 651-266-6618

5 11-129-965 Capitol Lien & Title/ Tony Magnotta

Determination that vertical wind turbines are uses similar to cell phone antennas 1010 Dale St N, between Lawson and Hatch

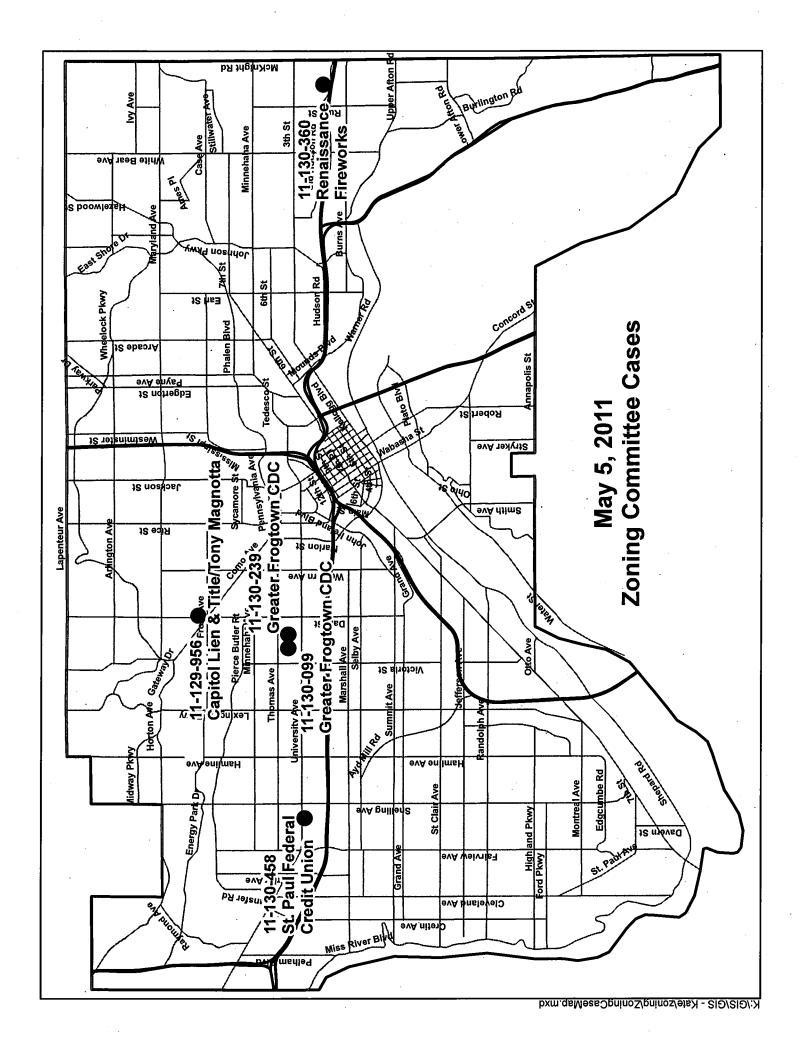
B3

Kate Reilly 651-266-6618

ADJOURNMENT

ZONING COMMITTEE MEMBERS: Call Patricia James at 266-6639 or Samantha Langer at 266-6550 if you are unable to attend the meeting.

APPLICANT: You or your designated representative must attend this meeting to answer any questions that the committee may have.



ZONING COMMITTEE STAFF REPORT

1. FILE NAME: Greater Frogtown CDC (783 Charles)

FILE # 11-130-239

PRESENT ZONING: R4

APPLICANT: Greater Frogtown CDC.

HEARING DATE: May 5, 2011

- 3. TYPE OF APPLICATION: Nonconforming Use Permit-Reestablishment
- 4. LOCATION: 783 Charles Ave, between Grotto and Avon
- 5. PIN & LEGAL DESCRIPTION: 352923130241; Syndicate No 2 Addition Subj To St & Alley; The Fol, Part Of E 2 Ft Of Lot 19 Lying Ely Of A Line Beg At The Int Of El Of Lot 19 With Sl Of Alley As Widened Th S 01 Deg 24 Min 57 Sec W 33.19 Ft Th S 0 Deg 34 Min 02 Sec W 91.55 Ft To Nl Of Charles St & The
- 6. PLANNING DISTRICT: 7

7. **ZONING CODE REFERENCE**: §62.109(d)

8. **STAFF REPORT DATE:** April 28, 2011 **BY:** Sarah Zorn

9. DATE RECEIVED: April 12, 2011

60-DAY DEADLINE FOR ACTION: June 11, 2011

- A. **PURPOSE**: Re-establishment of nonconforming use as a duplex
- B. **PARCEL SIZE:** 42 ft. (Charles) x 120 ft. = 5,040 sq. ft., including one-half the alley for density purposes, the lot is 5,420 sq. ft.
- C. **EXISTING LAND USE:** Vacant duplex
- D. SURROUNDING LAND USE:

North: Single and two family residential (R4)

East: Single and two family residential (R4)

South: Single family residential (R4)

West: Single and two family residential (R4)

- E. **ZONING CODE CITATION:** §62.109(d) lists the conditions under which the Planning Commission may grant a permit to re-establish a nonconforming use.
- F. **HISTORY/DISCUSSION:** Ramsey County Assessor Records indicate that the property was built in 1906 as a single family dwelling. In 1921 it was converted to a duplex and has been used as such ever since.
- G. **DISTRICT COUNCIL RECOMMENDATION:** The District 7 Council had not commented at the time this report was prepared.

H. FINDINGS:

- 1. The property was placed on the Vacant Building list in April of 2010 as a Category 2 and has now been vacant for more than 365 days, requiring the applicant to re-establish the duplex use. The applicant is proposing to rehabilitate the structure as a two-family dwelling and rent it out as part of a scattered site rental project being done by Greater Frogtown CDC (GFCDC) and Project for Pride in Living (PPL).
- 2. Section 62.109(e) states: When a nonconforming use of a structure, or structure and land in combination, is discontinued or ceases to exist for a continuous period of three hundred sixty-five (365) days, the planning commission may permit the reestablishment of a nonconforming use if the commission makes the following findings:
 - (1) The structure, or structure and land in combination, cannot reasonably or economically be used for a conforming purpose. This finding is met. Although the home was built as a single family residence, it has been used as a duplex for more than 90 years. The purpose of the GFCDC/PPL program is to provide affordable housing to low income individuals and families. If the applicant were required to deconvert the structure to a single family home, they would not only incur significant cost, but their ability to collect a reasonable amount of rent to continually fund the program would be reduced. Rents generated by the proposed

- two- and four- bedroom units are estimated to be \$6,516 higher per year than those generated by the deconverted six-bedroom unit.
- (2) The proposed use is equally appropriate or more appropriate to the district than the previous nonconforming use. This finding is met. The proposed use as a duplex is equally appropriate to the district as the previous duplex use.
- (3) The proposed use will not be detrimental to the existing character of development in the immediate neighborhood or endanger the public health, safety, or general welfare. This finding is met. The proposed use will not be detrimental to the existing character of development in the immediate neighborhood. Re-establishing the nonconforming use will put a structure back into service that has been vacant for the last year. The proposed development fits in with the surrounding neighborhood and adjacent single and two-family structures.
- (4) The proposed use is consistent with the comprehensive plan. This finding is met. The Housing Chapter of the Comprehensive Plan supports an increase in housing choice (strategy H1.1) across the city to support economically diverse neighborhoods. In addition, the Housing Chapter identifies supporting the preservation of publicly-assisted and private affordable housing as a priority (H3.1). The District 7 plan lists the following two objectives that relate to this project: preserve the existing housing stock by rehabilitating units to accommodate future use (H1); and, encourage the development of affordable housing units via new construction and infill.
- (5) A notarized petition of two-thirds of the property owners within one hundred (100) feet of the property has been submitted stating their support for the use. This finding is met. The petition was found sufficient on April 15, 2011: 19 parcels eligible; 13 parcels required; 14 parcels signed.
- 3. The Planning Commission has established guidelines for applications for nonconforming use permits for duplexes. While not themselves requirements, these guidelines lay out additional more objective factors the Planning Commission wishes to consider in determining if the required findings for granting nonconforming use permits listed in §62.109 of the Zoning Code can be made. The Planning Commission's Duplex Conversion Guidelines state that for applications for nonconforming use permits for duplexes in residential districts, staff will recommend denial unless the following guidelines are met:
 - A. Lot size of at least 5000 square feet with a lot width or front footage of 40 feet. This finding is met. The lot size for density purposes is 5,260 square feet and the lot frontage is 40 feet.
 - B. Gross living area, after completion of duplex conversion, of at least 1,500 square feet.

 Neither unit shall be smaller than 500 square feet. This condition is met. The lower and upper units are 960 square feet and 1,300 square feet respectively.
 - C. Three off-street parking spaces (non-stacked) are preferred; two spaces are the required minimum. This condition is met. There is currently a one car garage, which the applicant intends to demolish, and a paved parking pad, which will be striped. Once the garage has been removed and the paved area is striped, the space will be able to fit at least three vehicles.
 - D. All remodeling work for the duplex is on the inside of the structure unless the plans for exterior changes are approved by the Board of Zoning Appeals as part of the variance. (The Planning Commission will approve these changes for the cases they handle.) This condition is met. Other than exterior finishing, all remodeling work will take place inside the structure.
 - E. For the purpose of protecting the welfare and safety of the occupants of any structure that has been converted into a duplex without the necessary permits, a code compliance inspection shall be conducted and the necessary permits obtained to bring

Zoning File # 11-130-239
Zoning Committee Staff Report
Page 3

the entire structure into conformance with building and fire code standards; or the property owner must, as a condition of the approval, make the necessary improvements to obtain the necessary permits and bring the entire structure into building and fire code compliance within the time specified in the resolution. This condition is met. The applicant will work with the Department of Safety and Inspections to obtain the necessary code compliance documentation and permits.

The application for the permit shall include the petition, a site plan meeting the requirements of section 61.401, floor plans, and other information as required to substantiate the permit. This finding is met.

STAFF RECOMMENDATION: Based on the findings above, staff recommends approval of the
re-establishment of nonconforming use as a duplex at 783 Charles Avenue subject to the
condition that the applicant adhere to all applicable code requirements and receives a
certificate of occupancy for a two-unit building.

SAINT PAUL

NONCONFORMING USE PERMIT APPLICATION

Department of Planning and Economic Development Zoning Section 1400 City Hall Annex 25 West Fourth Street Saint Paul, MN 55102-1634

File #:

Zoning Office Use Only
File #: 1/- /36 239
Fee: 700.00
Tentative Hearing Date:

Saint Pa (651) 26	aul, MN 55102-1634
(031) 20	No.
	Name Greater Frog town CDC 352923136241
APPLICANT	Address 533 Dale Street N
	City St Palul St. MN Zip SS 03 Daytime Phone 7406
	Name of Owner (if different) Eity of Straul MRA
	Contact Person (if different) Tax 11 tx 1 CR Phone 651-789-7405
PROPERTY	Address/Location 783 Charles Alexhe
LOCATION	Legal Description Syndicate No. 2 Addition - See Additional Shape
	Current Zoning R4-R Duplex Legal
	(attach additional sheet if necessary) Non Conforming Vac, Bwildle
TYPE OF DEPMIT	* Application is however, made for a Nanconforming Lies Deposit under provisions of Chapter CO
TYPE OF PERIVIT	: Application is hereby made for a Nonconforming Use Permit under provisions of Chapter 62, Section 109 of the Zoning Code:
The permit is for:	☐ Change from one nonconforming use to another (para. c)
2	Re-establishment of a nonconforming use vacant for more than one year (para. e)
	Establishment of legal nonconforming use status for use in existence at least 10 years (para. a)
 	Enlargement of a nonconforming use (para. d)
SUPPORTING INF	ORMATION: Supply the information that is applicable to your type of permit.
Present/Past Use	Two Unit Rullding
riesellurasi Ose	Tue Unit Pullains
Proposed Use	Two Unit Building
Attach additional s	
	CK 3358
	700

Consent Petition

_Date <u>// 3/ / / |</u>City Agent

☑ Affidavit

K:cmartine/ped/forms/nonconforming use permit Revised 1/3/07

Attachments as required 🖒 Site Plan

greater frogtown

community development corporation

April 12, 2011

St. Paul Planning Commission C/o Zoning Section 25 West Fourth Street 1400 City Hall Annex Saint Paul, MN 55102

Dear Committee Members:

This letter is in reference to our application for the re-establishment of a non-conforming use for 783 Charles in St. Paul. Since the property has been vacant for more than one year, we are requesting the re-establishment of the previous use as a two unit property. Based on the zoning regulations, there are five areas which must be confirmed to approve the change in zoning status.

First, the structure, or structure and land in combination cannot reasonably or economically be used for a conforming purpose. GFCDC's plan is to utilize this property as a two unit rental property. The use of the property as a single family home would not be reasonable or economically sound. This property has been used as a duplex for at least 60 years.

Second, the proposed use is equally appropriate or more appropriate to the district than the previous non-conforming use. Since the property was two units in the previous use, it is equally appropriate for continued use as a two unit property. There are no major changes being made to the structure of the building or the existing property.

Third, the proposed use will not be detrimental to the existing character or development in the immediate neighborhood or endanger the public health, safety or general welfare. We are maintaining the current structure of the home. The surrounding properties are of equal height and size. If there are any concerns about property management, GFCDC will be utilizing Guardian Management to manage and maintain the property once it is occupied and rented.

Fourth, the use is consistent with the comprehensive plan for the surrounding area. In the 2010 Comprehensive Plan, there is support for the creation of new affordable housing opportunities. The plan mentions assisting community development corporations in the acquisition of affordable housing. Also, the plan states "the City/HRA should promote existing and innovative new programs and incentives that support rehabilitation of one-to-three-unit residential properties, especially in areas with less vibrant housing markets." The plan encourages "the acquisition of privately-owned affordable housing and land for affordable housing by nonprofit organizations, land trusts, community development corporations, religious institutions, tenants, or private sector actors committed to affordable housing, thereby protecting it from upward pressure on prices and rents. This is a priority in areas expected to experience gentrification."



community development corporation

Fifth, we have obtained a notarized petition of surrounding property owners. 13 of 19 property owners have agreed to our proposed use for the property. Based on zoning regulations, this is more than two-thirds of the surrounding property owners or 70%.

This foreclosed property has been vacant for more than twelve months. Neighbors on this block are anxious for the property to be renovated and occupied again. Our finished product will be a two-unit building. There will be two bedrooms on the third floor and two bedrooms on the second floor which will be one four bedroom unit. The first floor will be a two bedroom unit. These units are for families with incomes below 50% of the area's median income.

We are excited to begin renovation of this property and to provide affordable rental housing in the midst of the foreclosure crisis that has hit Frogtown.

If there is any further information needed, please let us know and we'd be happy to provide it. Thank you for considering our request.

Sincerely,

Jill Henricksen

Executive Director

Call Heinchser

651-789-7487

Legal Description of 783 Charles

Subj To St & Alley; The Fol, Part Of E 2 Ft Of Lot 19 Lying Ely Of A Line Beg At The Int Of El Of Lot 19 With Sl Of Alley As Widened Th S 01 Deg 24 Min 57 Sec W 33.19 Ft Th S 0 Deg 34 Min 02 Sec W 91.55 Ft To Nl Of Charles St & There Term Of Lot 19 Blk 3 And Also Part Of Charles Ave Vac Adj And Ex Alley Lot 20 Blk 3

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Commissioner Carter

RESOLUTION NO. 10-06/23-

AUTHORIZATION TO ENTER INTO A DEVELOPMENT AGREEMENT AND OBLIGATE NSP FUNDS TO GREATER FROGTOWN COMMUNITY DEVELOPMENT COMPANY AND PROJECT FOR PRIDE IN LIVING, INC. FOR PARECLS 749 UNIVERSITY, 826 SHERBURNE, 750 SHERBURNE, 783 CHARLES AND 711 CHARLES ALL ACQUIRED NSP/ISP PROPERTIES FOR PROPOSED RENTAL DEVELOPMENT LOCATED IN THOMAS-DALE DISTRICT 7

WHEREAS, the Housing and Redevelopment Authority of the City of Saint Paul, Minnesota ("HRA") has duly adopted and there is now in legal effect a City-Wide Comprehensive Plan/Redevelopment Plan for the acquisition, demolition, rehabilitation and resale of properties and incorporates the Housing Plan which identifies activities that the City/HRA will undertake to improve neighborhood stability which activities can take place in Thomas-Dale District 7 area as a part of this plan; and

WHEREAS, the City of Saint Paul recognizes the problems created by deteriorated and blighting building, inappropriate land use and vacant/under utilized land in its neighborhoods, and also recognizes the need to take the initiative to address these issues by providing a decent mix of housing opportunities in a wide range of economic diversity which could include affordable housing in order to revitalize and stabilize our existing neighborhoods which in turn assist in preserving the City's most affordable housing; and

WHEREAS, the Housing and Redevelopment Authority of the City of Saint Paul has the power to engage in development or redevelopment activities under Chapter 469 of the Minnesota Statutes, Housing and Redevelopment Act ("Act") and by authority of said Act engages in activities relating to: 1) housing projects and development; 2) removal of prevention of the spread of conditions of blight or deteriorations; 3) bringing substandard buildings and improvements into compliance with public standards; 4) disposition of land for private development; and 5) improving the tax base and the financial stability of the community; and engages in the aforementioned activities when redevelopment or development needs cannot be met through reliance solely upon private initiative, and may engage in said activities in targeted neighborhoods; and

WHEREAS, on August 8, 2007, by Resolution No. 07-08/08-3 HRA approved the Invest Saint Paul Initiative including a work plan and budget covering (1) organization Support/Community Outreach; (2) Rehabilitation; (3) Mortgage Financing-incentives; (4) Strategic Acquisition; (5) Neighborhood Commercial Corridors; (6) Large Redevelopments; and (7) Supportive Housing; and

WHEREAS, on February 25, 2009, by Resolution No. 09-02/25-6 HRA authorized the Executive Director to enter into purchase agreements, accept donated property and execute all necessary documents in order to complete closings on properties to be acquired as strategic acquisitions under the NSP Programs under the ISP Initiative; and

On February 25, 2009, by Resolution 09-02/25-5 HRA approved the Neighborhood Stabilization Program and Rebuilding Plan 2009-2013 and accepted \$10.6 million in Federal Funds (NSP 1) and authorized the Executive Director to enter into purchase agreements, accept donated

property and executed all necessary documents in order to complete closings using NSP 1 funds; and

WHEREAS, NSP funds came with extensive restrictions and an extremely short timeline to expend and/or obligate funds by September 20, 2010, any unspent or unobligated funds are returned to the Federal Government after said date, in addition to the tight timeline 25 % of the \$10.6 million or \$2.65 million has to be spent/obligated on housing for families at 50% of the median income; and

WHEREAS, HUD released a recent NSP Policy Alert putting more definition into what actions grantees need to take to obligate funds for specific activities to insure that funds are set aside to meet the obligations of the properties acquired and their needed funding requirements and will require that HRA have executed agreements either with construction contractors who have bid and been awarded the rehabilitation contracts or in the case of developers a development agreement must be executed with the developer that obligates the funds needed to complete the project and meet the requirements; and

WHEREAS, the HUD guidance for NSP funding allows us to obligate future maintenance costs on properties but does not allow obligation of funds for rehabilitation and/or new construction unless we have actual executed contracts with a contractors for rehab and /or an executed developer agreement for projects; and

59.

WHEREAS, HRA by Resolution 10-05/26-3 designated Greater Frogtown Community Development Company (GFCDC) and Project for Pride In Living, Inc. (PPL) tentative developer for properties at 749 University, 750 Sherburne, 826 Sherburne, 783 Charles and 711 Charles, Thomas-Dale District 7, all properties acquired under NSP were duplexes and identified that three would continue to be used as duplexes providing six (6) 2-br units and two (2) being converted to single family rental providing 2-3br units; and

WHEREAS, GFCDC and PPL will be the owner/developer and hire Guardian Property Management, LLC, a small company specializing in the management of small to mid-sized rental properties, to manage these properties. Rehabilitating these rental properties located close to the light rail transit will help to maintain affordable rental housing opportunities that were identified as a concern in developing the light rail transit corridor plan.

NOW THEREFORE, BE IT RESOLVED that the Housing and Redevelopment Authority of the City of Saint Paul, Minnesota, hereby approves and authorizes as follows:

1. That HRA and Greater Frogtown Community Development Corporation and Project for Pride In Living Inc. both Minnesota non-profit corporations or its designee enter into a Development Agreement for the development of the properties at 749 University, 750 Sherburne, 826 Sherburne, 783 Charles and 711 Charles in Thomas-Dale District 7 with the following contingencies:

Complete final specifications for rehabilitation.

• Complete the bidding requirements for contracted work and timeline.

 Complete setting up the LLC that will own the property.
Comply with all other NSP and City/HRA requirements

 Hold public hearing for sale

- That HRA hereby obligates \$825,000 of NSP 1 funds for the redevelopment of 749 University,
 To Sherburne, 826 Sherburne, 783 Charles and 711 Charles to provide affordable housing at or
 below 50% of the area median income and hereby conform to the objectives and specific
 requirements of the Neighborhood Stabilization Program under the Invest Saint Paul Initiative and
 meet the intended reuse of the program and the City Wide Consolidated Plan.
- That the Executive Director of the HRA is hereby authorized to execute and negotiate any changes, deletions or revisions to the Development Agreement which do not substantially change the rights or obligations of the HRA or Developer under the Development Agreement.

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HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF SAINT PAUL, MINNESOTA

REPORT TO THE COMMISSIONERS

DATE: JUNE 23, 2010

REGARDING:

AUTHORIZATION TO ENTER INTO A DEVELOPMENT AGREEMENT AND OBLIGATE NSP FUNDS TO GREATER FROGTOWN COMMUNITY DEVELOPMENT COMPANY AND PROJECT FOR PRIDE IN LIVING, INC. FOR PARECLS 749 UNIVERSITY, 826 SHERBURNE, 750 SHERBURNE, 783 CHARLES AND 711 CHARLES ALL ACQUIRED NSP/ISP PROPERTIES FOR PROPOSED RENTAL DEVELOPMENT LOCATED IN THOMAS-DALE

DISTRICT 7

Requested Board Action

The specific actions being request of the HRA Board are as follows:

- 1. Enter into a Development Agreement with Greater Frogtown Community Development Company and Project for Pride In Living, Inc. for the sale and rehabilitation of five (5) duplexes located at 749 University, 750 Sherburne, 826 Sherburne, 783 Charles and 711 Charles, District 7.
- 2. Designate \$825,000 of Neighborhood Stabilization Funds (NSP) for the rehabilitation of 749 University, 750 Sherburne, 826 Sherburne, 783 Charles and 711 Charles for eight (8) rental units.

Background

On February 25, 2009, by Resolution 09-02/25-5 HRA approved the Neighborhood Stabilization Program and Rebuilding Plan 2009-2013 and accepted \$10.6 million in Federal Funds (NSP 1). These NSP 1 funds came with extensive restrictions that continue to be amended and an extremely short timeline to expend and/or obligated by September 20, 2010. Any unspent or unobligated funds are returned to the Federal Government after said date. In addition to the tight timeline 25 % of the \$10.6 million or \$2.65 million has to be spent/obligated on housing for families at 50% of the median income.

HUD released a recent NSP Policy Alert putting more definition into what actions grantees need to take to obligate funds for specific activities to insure that funds are set aside to meet the obligations of the properties acquired and their needed funding requirements. The NSP Policy

Alert identified that grantees will need to have executed agreements either with Construction Contractors who have bid and been awarded the rehabilitation contracts or in the case of developers a development agreement must be executed with the developer that obligates the funds needed to complete the project meeting the requirements of NSP. The Policy Alert also allows us to obligate future maintenance costs on properties that will take longer to address both in rehab and land banking for future development, but does not allow for setting aside funds for rehabilitation and/or new construction unless we have the actual bid and /or a developer. See Attachment B – Background to see the number of properties HRA has in various categories. By following the HUD guidance for NSP obligations and getting development agreements executed we will be able to obligate the remaining \$4.0 million to rehabilitate 23 single family units and 18 rentals. In addition to these 41 units we have worked with Habitat who purchased 14 properties for rehab or new construction which have or will be started this year. As ownership properties that used NSP funds get sold some of the funds that come back can be recycled by HRA for the same purposes but we are no longer under the 18 month expenditure timeline, HRA has until 2013 to meet the remaining terms.

Current

On May 26, 2010, HRA by Resolution 10-05/26-3 designated Greater Frogtown Community Development Company (GFCDC) and Project for Pride In Living, Inc. (PPL) tentative developer of properties at 749 University, 750 Sherburne, 826 Sherburne, 783 Charles and 711 Charles, Thomas-Dale District 7. All these properties were duplexes that were acquired through NSP and identified that three would continue to be used as duplexes providing six (6) 2-br units and two (2) being converted to single family rental providing 2-3br units. GFCDC and PPL will be the owner/developer and hire Guardian Property Management, LLC, a small company specializing in the management of small to mid-sized rental properties, to manage these properties. Rehabilitating these rental properties located close to the light rail transit will help to maintain affordable rental housing opportunities that were identified as a concern in developing the light rail transit corridor plan.

- 749 University is zoned B3 business district and are legal non-conforming duplex
- 711 Charles and 783 Charles are zoned R4 single family and are noted as legal nonconforming use

- 750 Sherburne and 826 Sherburne are zoned R4 single family and will be deconverted to single family from legal non-conforming duplexes
- Parks and schools are located ¼ mile of development. (see Attachment C)
- Wilder planning district demographic profile is attached (see Attachment E)
- · Acquisition was done under NSP, and all properties were foreclosed and are vacant

Budget Action

Obligate \$825,000 towards the development of 3 existing duplexes and converting 2 existing duplexes to single family rental to provide larger family rental units. \$775,000 will be used for rehabilitation averaging \$96,875 per unit (4-2br. and 2-3br); and \$50,000 to be placed in an debt service reserve account. The debt service reserve account is to insure that there are sufficient funds to cover debt service when vacancy exists and to start to build a future capital reserve for future property repairs all of which help meet the requirement that the units be rented to families at or below 50% of the median income. Source of assistance will be NSP 1 funds. This obligation is contingent on finalizing the Scope of Work, bidding process, forming Limited Liability Company and meeting all other NSP requirement documents as necessary. These contingencies will be included in the Development Agreement.

Future Action

Public Hearing for Sale of Properties.

Financing Structure

HRA purchased 749 University, 750 Sherburne, 826 Sherburne, 783 Charles and 711 Charles with NSP 1 funds for \$214,802. The current evaluations for cash flow would keep units affordable long term (30 years). The initial 15 year affordability term will be to families at or below 50% of median income and meet the NSP requirement. After meeting the initial NSP affordability requirement units would remain affordable to families at or below 80% of median income for an additional 15 years. The original acquisition price of \$214,802 would be set-up as a deferred loan with no interest accruing for the length of the NSP affordability period and then forgiven. The estimated rents would bring in approximately \$68,696 yearly with expenses estimated at \$61,152 leaving an NOI of \$7,544 to cover debt service. The estimated fair market

value of these properties when rehabilitated may be at \$710,000. The financing assistance will be structured to have payments deferred for the first 24 months, after that date payments would be based on 1% interest only for a 30 year period (\$7,750 yearly). That at 5 year intervals the cashflow of the properties will be re-evaluated to see if payments could be increased during the affordability term. Consideration of any increase will require that the debt service is being covered at a 1.15 ratio. At any time after the 30 year affordability period if GFCDC/PPL sells the property HRA is to receive 25% of the appraised value. If GFCDC/PPL sells the property prior to the 30 year affordability period HRA is to receive 50% of the appraised value.

PED Credit Committee Review

PED Credit Committee will be reviewing these terms to designate the risk rating for recording.

Compliance

This development will have to comply with the following requirements:

- 1. Affirmation Action/Equal Employment Opportunity
- 2. Vendor Outreach
- 3. Section 3
- 4. Limited English Proficiency
- 5. NSP Affordability Covenants
- 6. Fair Housing Opportunities
- 7. Two Bid Policy
- 8. Federal Davis Bacon Wage Rate (8 or more units)

Green/Sustainable Development

The project will comply with the Interim Saint Paul/HRA Sustainability Initiative. The project also needs to meet the following NSP requirements:

- 1. Minnesota Green Standards for Rehab
- 2. HUD Healthy Home Requirements
- 3. Lead Base Paint and Hazardous Waste
- 4. All local and State building codes together with HRA's NSP guiding principle adopted

February 24, 2009: "provide healthy, affordable and quality housing, improving the housing stock above minimum standards by addressing lead, mold, radon, energy efficiency and curb appeal elements."

Environmental Impact Disclosure

For the existing NSP program, the Tier 1 environmental review determined that all activities were either exempt or categorically excluded.

Historic Preservation

Each individual project, identified by the address of the property that was acquired, was subject to a Tier 2 environmental review, which included consultation with the State Historic Preservation Office. All properties have received the appropriate sign-offs.

Public Purpose

This action supports all three strategies of the Housing Chapter of the City's Comprehensive Plan: 1) Build on Saint Paul's strengths in the evolving metropolitan housing market; 2) Preserve and promote established neighborhoods; and 3) Ensure the available of quality and affordable housing across the City.

The development also support the goal of the ISP/NSP Program and Plan to strategically channel resources into neighborhoods being challenged by recent economic and social downturns and persistent disinvestment including: 1) creating working partnerships among private developers, CDCs, District Councils and neighborhood residents; 2) bring together resources, time, talent and funding in neighborhoods poised to prosper after a prolonged period of disinvestment; 3) reduce the number of vacant houses; 4) rehabilitate or address housing units to strengthen the housing stock; 5) improve stability and quality of life in neighborhoods; 6) build on strengths in St. Paul's neighborhoods.

Recommendation:

The Executive Director recommends approval of the attached Resolution authorizing the HRA to enter into a Development Agreement with Greater Frogtown Community Development Company and Project for Pride In Living, Inc. \$825,000 of NSP I funds for the rehabilitation and operations of 5 properties providing 8 units District 7.

Sponsored by: Commissioner Carter

Staff: Sheri Pemberton-Hoiby 651-266-6615

Tom Sanchez 651-266-6617

Attachments

- Attachment A -- Resolution
- Attachment B -- Background Attachment
- Attachment C -- Map/Address of Project, should include libraries, parks, schools.
- Attachment D -- Public Purpose Form
- Attachment E -- Wilder Demographic Data

CONSENT OF ADJOINING PROPERTY OWNERS FOR A **NONCONFORMING USE PERMIT**

We, the undersigned, owners of the property within 100 feet of the subject property acknowledge that we have been presented with the following:

A copy of the application of <u>Greater Frostown</u> CDC,
(name of applicant)
to establish a R41R-Duplex Legal Non-Conforming.
(proposed use)
located at 783 Chaples Avenue, Straul Myss104,
(address of property)

requiring a nonconforming use permit, along with any relevant site plans, diagrams, or other documentation.

We consent to the approval of this application as it was explained to us by the applicant or his/her representative.

ADDRESS OR PIN	RECORD OWNER	SIGNATURE	DATE
791 Charles	Andrew Reiter	A Description	3/30/2011
768 Edmind	Maxitean Jose	Mapsteantop	4/4/2011
772 Edmind	May Penkis	Mary Donner	4/2/2011
778 Edmind		01)	
780 Edmund	DENNIS STILES	Eguns Stiles	4/4/11
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778 Charles			
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NOTE: All information on the upper portion of this application <u>must</u> be completed prior to obtaining eligible signatures on this petition.

CONSENT OF ADJOINING PROPERTY OWNERS FOR A NONCONFORMING USE PERMIT

	vners of the property within 10	00 feet of the subject propert	y açl	knowledge
that we have been presen	nted with the following:		;	
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O_{11}	10 0	applicant	:	
to establish a	1R-Duplex Log	301/10x-COAFO	y M	ÍN)
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located at 1000	(address	of property)	-	<u></u> ,
	(addicos	or proporty)		
requiring a nonconformi	ng use permit, along with any	relevant site plans, diagram	ıs, or	other
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We consent to the appr	roval of this application as it	t was explained to us by the	e ap	plicant or
his/her representative.			:	
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ADDRESS OR PIN	RECORD OWNER	IGNATURE		DATE
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NOTE: All information on the upper portion of this application <u>must</u> be completed prior to obtaining eligible signatures on this petition.

CONSENT OF ADJOINING PROPERTY OWNERS FOR A **NONCONFORMING USE PERMIT**

We, the undersigned, owners of the property within 100 feet of the subject property acknowledge that we have been presented with the following:

A copy of the application of <u>Scenter Frogtown CDC</u>
(name of applicant)
to establish a R4 R- Duplex Legal Non-Conforming
(proposed use)
located at 783 Charles Avenue, ST Paul MN, 55104
(address of property)
•

requiring a nonconforming use permit, along with any relevant site plans, diagrams, or other documentation.

We consent to the approval of this application as it was explained to us by the applicant or his/her representative.

ADDRESS OR PIN	RECORD OWNER	SIGNATURE	DATE
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788 Charles	TRUDIE Ellsworth	Budie Leen Elloworth	4/5/11
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NOTE: All information on the upper portion of this application <u>must</u> be completed prior to obtaining eligible signatures on this petition.

CONSENT OF ADJOINING PROPERTY OWNERS FOR A NONCONFORMING USE PERMIT

We, the undersigned, ow that we have been presen		00 feet of the subject property	acknowledge
	of Greater Fre	Stown CDC	enterprise de la constante de
	(name of	applicant)	
to establish a R4/	R-Duplex Les	al Non-Conformation	WHS
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located at 783	Charles Avenue	UST Paul MNSSIC	<u>54</u> ,
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NOTE: All information on the upper portion of this application must be completed prior to obtaining eligible

signatures on this petition.

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that we have been presented with the following:

Apr 06 11 02:00p

CITY OF SAINT PAUL

CONSENT OF ADJOINING PROPERTY OWNERS FOR A NONCONFORMING USE PERMIT

We, the undersigned, owners of the property within 100 feet of the subject property acknowledge

A copy of the application	on of <u>Steatest</u>	709TOWN COC	
	(name of	fapplicant)	
to establish a R.	IR-Duplex Le	2901 NOX-Coxfor	mks.
•	(propose	ed use)	
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NOTE: All information on the upper portion of this application <u>must</u> be completed prior to obtaining eligible signatures on this petition.

CONSENT OF ADJOINING PROPERTY OWNERS FOR A NONCONFORMING USE PERMIT

We, the undersigned, owners of the property within 100 feet of the subject property acknowledge that we have been presented with the following:

A copy of the application of TEOVERT TOSIOWI LLC.,
(name of applicant)
to establish a R4/R-Duplex Legal Nox-Conform's
(proposed use)
located at 783 Charles Avenue, St Paul MV 55104
(address of property)
requiring a nonconforming use permit, along with any relevant site plans, diagrams, or other documentation.
We consent to the approval of this application as it was explained to us by the applicant or his/her representative.

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NOTE: All information on the upper portion of this application <u>must</u> be completed prior to obtaining eligible signatures on this petition.

CONSENT OF ADJOINING PROPERTY OWNERS FOR A NONCONFORMING USE PERMIT

We, the undersigned, owners of the property within 100 feet of the subject property acknowledge that we have been presented with the following:

A copy of the application of _

signatures on this petition.

Frogtown Development, LLC consisting of Greater Frogtown

Community (name of applicant) Development Company and Project

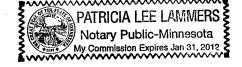
	for Pride in Living	g	
to establish a duple	(proposed	d use)	
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located at 783 Char1	es Avenue, St. Paul, MN		
	(address o	of property)	
requiring a nonconformi documentation.	ng use permit, along with any	relevant site plans, diagrams, or	other
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his/her representative.	·		
ADDRESS OR PIN	RECORD OWNER	SIGNATURE	DATE
783 Charles Avenue	Housing and Redevelopme Authority of the City	nt ()	4-11-11
763 Charles Avende	of Saint Paul, Minnesot	a	

NOTE: All information on the upper portion of this application must be completed prior to obtaining eligible

AFFIDAVIT OF PETITIONER FOR A CONDITIONAL USE PERMIT OR A NONCONFORMING USE **PERMIT**

STATE OF MINNI	ESOTA)
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:SS



COUNTY OF RAMSEY)

Freater Frostown CDC, being first duly sworn, deposes and states that the consent petitioner is informed and believes the parties described on the consent petition are owners of the parcels of real estate described immediately before each name; each of the parties described on the consent petition is an owner of property within 100 feet of the subject property described in the petition; the consent petition contains signatures of owners of at least two-thirds (2/3) of all eligible properties within 100 feet of the subject property described in the petition; and the consent petition was signed by each said owner and the signatures are the true and correct signatures of each and all of the parties so described.

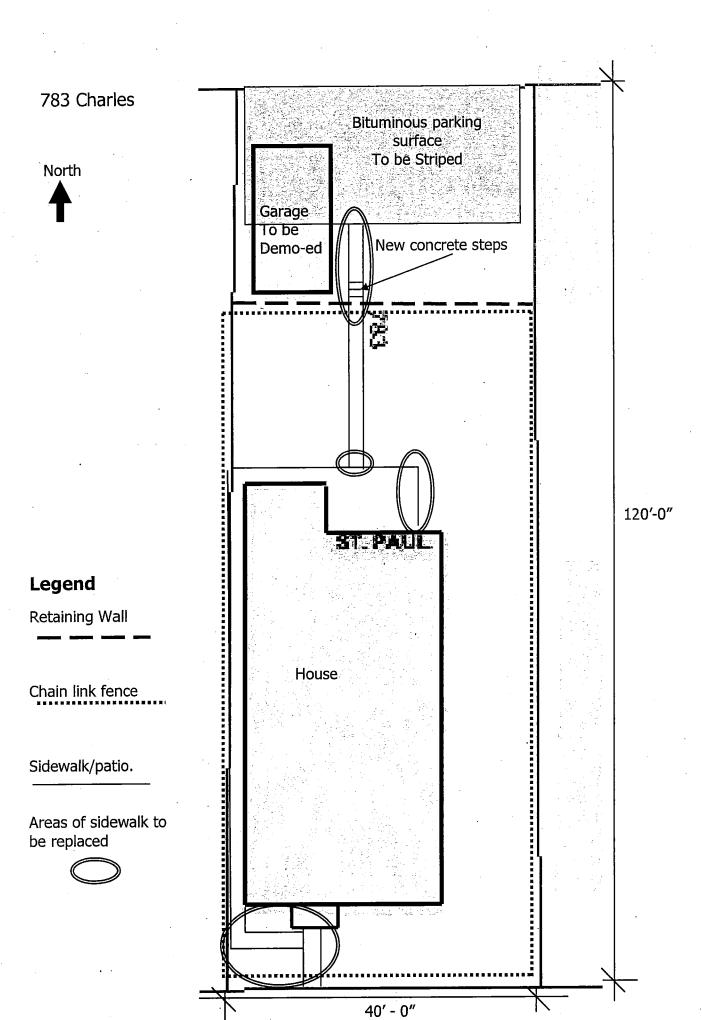
TELEPHONE NUMBER

Subscribed and sworn to before me this

the day of april

ZONING PETITION SUFFICIENCY CHECK SHEET REZONING SCUP: NCUP FIRST SUBMITTED RESUBMITTED DATE PETITION SUBMITTED: 4/12/11 DATE PETITION RESUBMITTED: DATE OFFICIALLY RECEIVED: DATE OFFICIALLY RECEIVED: PARCELS ELIGIBLE: PARCELS ELIGIBLE: PARCELS REQUIRED: 13 PARCELS REQUIRED: PARCELS SIGNED: PARCELS SIGNED: _ Paul DubruseL

DIAN RHYINDON



ZONING WORKSHEET

ADDRESS:	183 Char	les. (783	-789)	
PIN:	35,29.	23,13,0241		
BUILDING CARD INFORMAT CONSTRUCTION DATE: //	ION:	рермту. 4769	7 TYPE OF S	TRUCTURE:
·			LICENSE RECORDS	CITY DIRECTORY
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2004	.			
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		ING USE WITH NON-COnsidertial)		1
	EGAL - NUN-CUR	TOURTHO OBL	Zack 4/2011	~

Office of License, Inspection and Environmental Protection		Plumbing/Gasfitting/Inside Water Piping				
City of St Paul MN				20 03 359754 PL		
INSPECTION REPORT				783 CHARLES AVE ST PAUL MN 55104-272		
		•		. :	· 	
INSPECTOR: Bernie Arends				ISSUE DATE:	Oct 01, 2003	
CONTRACTOR: R C HOFFMAN PLUMBING INCORPORATED 804 SEXTANT AVE W		OWNER: TONG P HER 783 CHARLE ST PAUL MN	SAVE	SUB TYPE: Plumbing/Inside V	Vater (All)	
ROSEVILLE MN 55113-3428 Very 216-1400 WORK: (651) 484-6498 FAX: (651) 484-6498		(651) 225-8380	0	WORK TYPE: Residential Repair		
Penalty Fee nitial Fee	No Yes	·	# of Dwelling Units Estimated Value of Work	1 1500.00		
Addition to Permit Estimated Completion Date	No Oct 1, 2003		Estimated Start Date Inside Water Piping?	Sep 1, 2003 Yes	•	
Bath Tub - Plumbing Laundry Tub - Water	1		Bath Tub - Water	1	•	
CONDITION :						

12-4-03 Nds stops at tub fancets Bl.

Duplex
12-5-03 stops in OK - when FEES

Inspecting 2nd Floor discovered no Permit Fee 104.00

trap 9 unapproved W.O.-health Surcharge A 0.50

hazards - ordered regains gottotal 104.50

12-30-03 Con, made OR BA

community development corporation

Dear Resident,

Greater Frogtown Community Development Corporation (GFCDC) is requesting your signature on a petition to be submitted to the City of St. Paul for the re-establishment of a nonconforming use at 783 Charles Avenue.

Since 783 Charles has been vacant for at least one year, we need approval of surrounding property owners to re-establish the property as a duplex. The upper unit will have four bedrooms and the lower unit will have two bedrooms.

GFCDC, which has been in operation for 15 years, is a non-profit housing and small business developer and lender. We substantially renovate vacant properties for low income families and originate grants and loans for home improvements to Frogtown homeowners.

The property, at 783 Charles is currently owned by the City of Saint Paul and was awarded to GFCDC as part of our Frogtown Rental Program. GFCDC has partnered with Project for Pride in Living and has secured City and State funds for the complete renovation of the property. We will do energy improvements, replace all mechanicals and make any structural repairs necessary.

The tenants we select must pass a thorough background check and we are working with a reputable management company who specializes in managing small rental properties in inner city neighborhoods. In addition, GFCDC is located in the community at the corner of Charles and Dale Street. Our staff will work closely with the neighbors and our management company to proactively address any potential problems.

Please contact me at 651-789-7406 if you have any questions. I would be happy to talk with you further about our plans for the property. Thank you for your time.

Sincerely,

Ian Plitnick Program Assistant, Americorps



Greater Frogtown CDC/Project for Pride in Living Guardian Management Rental Partnership

- GFCDC, a community-based housing organization, has been in the neighborhood for over 15 years. With its office located at 533 Dale Street, staff is available to address any concerns or problems that may arise.
- GFCDC will serve as a referral point for quality of life and community related concerns.
- GFCDC will coordinate a rental oversight committee, made up of neighborhood residents and staff from GFCDC and PPL.
- PPL has over thirty years experience of managing and developing rental properties in the Twin Cities.
- Guardian performs a 5 point reviews process on every tenant application:
 - o Rent to income ratio
 - o Housing/Rental history
 - Work history
 - o Credit review
 - Criminal background check.
- Guardian will assign a property manager to each of the Frogtown rental properties.
- Guardian requires each lessee to sign a crime free rental addendum that is attached to the lease.
- Guardian requires tenants to carry renters insurance for the unit they occupy.
- Guardian provides a 24 hour emergency number for after hour's maintenance issues.



What guides our work

Mission: To engage Greater Frogtown communities and partners in the preservation and development of high-quality, affordable housing for low- to moderate-income residents and to lead community and economic development.

Area Plan (Created by The Frogtown Neighborhood Association)

Housing (H)

Housing in the Thomas – Dale neighborhood is primarily small-lot single family residences mixed with duplexes, triplexes and large apartment buildings. The community supports quality housing for residents of all income levels. Recommendations for Housing include: H1. Preserve the existing housing stock by rehabilitating units to accommodate future

use.

H2. Adopt design guidelines so that new development and redevelopment are consistent with the existing character of the neighborhood.

H3. Encourage the development of affordable housing units via new construction and infill.

H4. Encourage the development of houses with three or more bedrooms to accommodate larger families.

H5. Encourage the development of housing for elderly residents living in the district.

H6. Increase the level of home ownership and rental property for people with a variety of income levels and housing needs.

H7. Encourage the creation of a community land trust to mitigate gentrification.

H8. Thomas-Dale Planning Council encourages the Saint Paul Public Housing Authority to maintain publicly-assisted housing in the district, both physically and financially.

GFCDC Strategic Plan (2009-2012) Created by GFCDC Board

- Offer a balance of housing options, including homeownership and rental opportunities
- Produce and preserve 300 units of mixed-income, affordable rental and ownership housing

City of Saint Paul Comprehensive Plan- Housing

- Support new housing opportunities for low-income households throughout the city
- Provide affordable housing in new production projects
- Support the preservation of publicly-assisted and private affordable housing

Please join us for a community discussion about GFCDC's New Rental Program for 783 Charles

533 Dale Street North- GFCDC Conference Room March 31st, 6:00 pm-6:30pm

Discussion will include:

*Property Management

*Tenant Screening and Policies

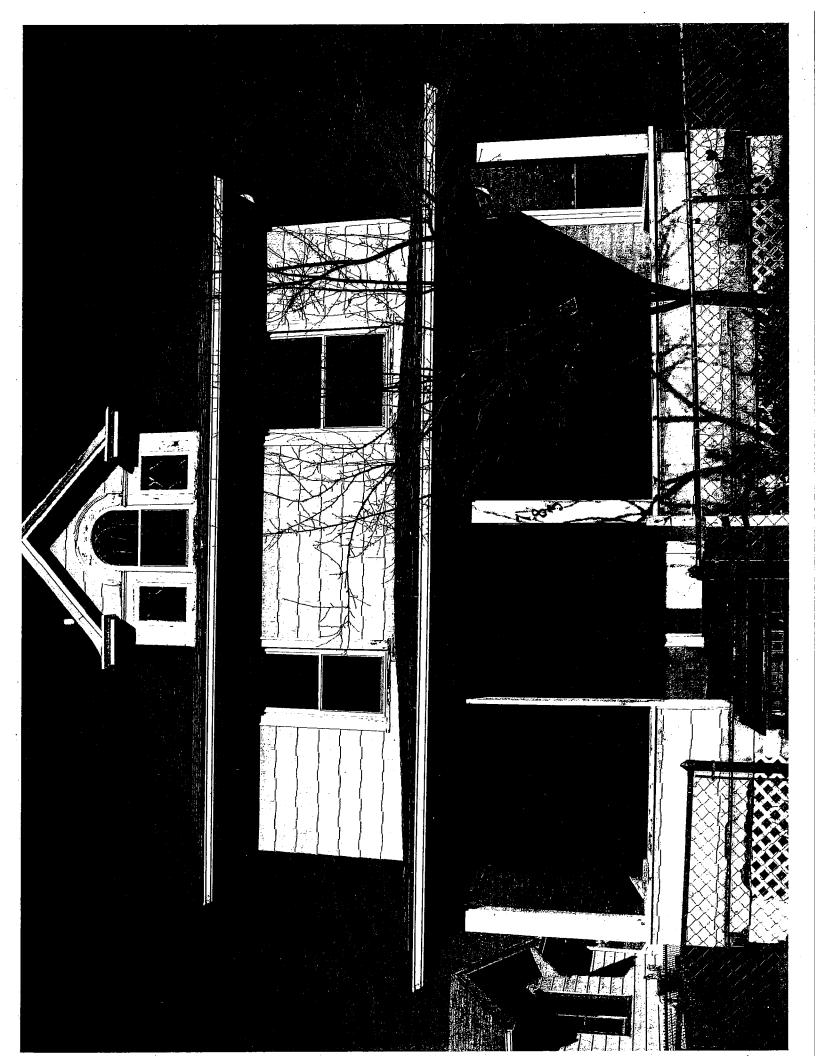
*Construction Process

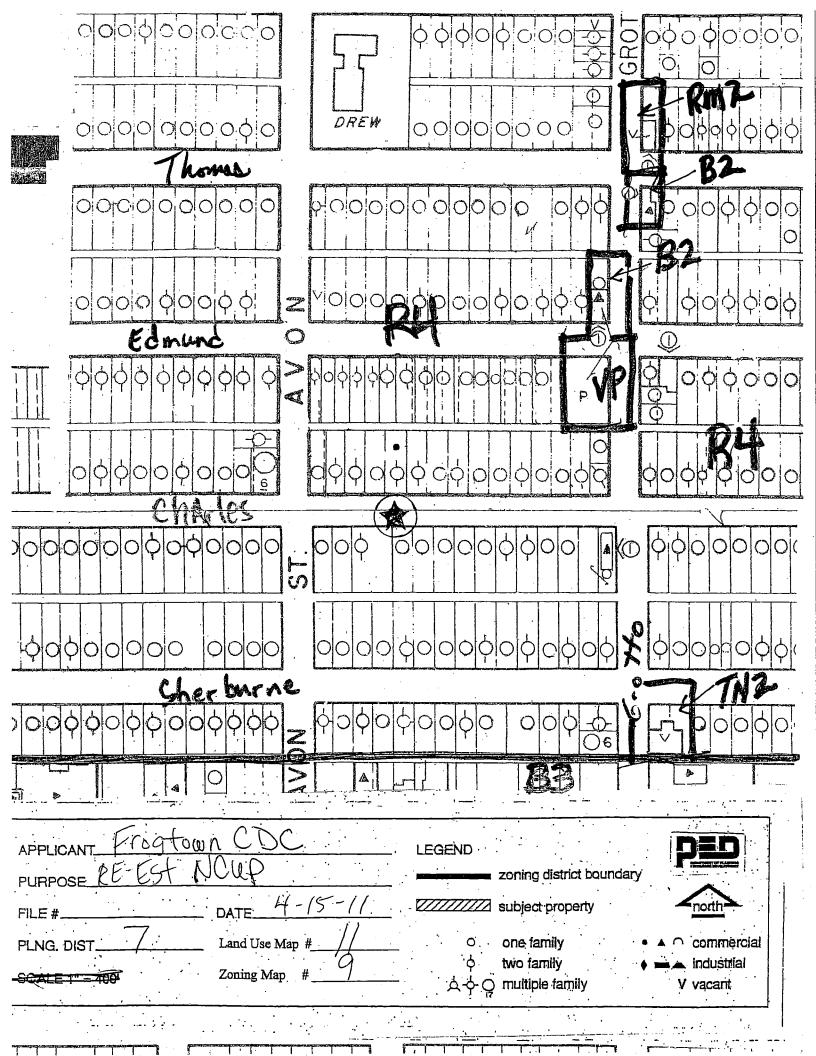
*Non Conforming Use Application

greater **frogtown**

community development corporation

For More Information Please Contact Us at 651-789-7406





ZONING COMMITTEE STAFF REPORT

1. FILE NAME: Greater Frogtown CDC (711 Charles)

FILE # 11-130-099

2. APPLICANT: Greater Frogtown CDC

HEARING DATE: May 5, 2011

3. TYPE OF APPLICATION: Nonconforming Use Permit-Reestablishment

4. LOCATION: 711 Charles Ave, between St Albans and Grotto

5. PIN & LEGAL DESCRIPTION: 352923140085; Syndicate No 2 Addition Lot 23 Blk 2

6. PLANNING DISTRICT: 7

7. **ZONING CODE REFERENCE:** §62.109(d)

PRESENT ZONING: R4

8. STAFF REPORT DATE: April 28, 2011

BY: Sarah Zorn

9. DATE RECEIVED: April 12, 2011

60-DAY DEADLINE FOR ACTION: June 11, 2011

- A. **PURPOSE**: Re-establishment of nonconforming use as a duplex
- B. **PARCEL SIZE**: 40 ft. (Charles) x 124 ft. = 4,960 sq. ft., including one-half the alley for density purposes, the lot is 5,260 sq. ft.
- C. EXISTING LAND USE: Vacant duplex
- D. SURROUNDING LAND USE:

North: Single and two family residential (R4)

East: Single and two family residential (R4)

South: Single family residential (R4)

West: Single and two family residential (R4)

- E. **ZONING CODE CITATION:** §62.109(d) lists the conditions under which the Planning Commission may grant a permit to re-establish a nonconforming use.
- F. **HISTORY/DISCUSSION:** Ramsey County Assessor records indicate that the property was built in 1912 and has been a duplex since at least 1924.
- G. **DISTRICT COUNCIL RECOMMENDATION:** The District 7 Council had not commented at the time this staff report was prepared.

H. FINDINGS:

- 1. The property was placed on the Vacant Building list in October of 2009 as a Category 2 and has been vacant for more than 365 days, requiring the applicant to re-establish the duplex use. The applicant is proposing to rehabilitate the structure as a two-family dwelling and rent it out as part of a scattered site rental project being done by Greater Frogtown CDC (GFCDC) and Project for Pride in Living (PPL).
- 2. Section 62.109(e) states: When a nonconforming use of a structure, or structure and land in combination, is discontinued or ceases to exist for a continuous period of three hundred sixty-five (365) days, the planning commission may permit the reestablishment of a nonconforming use if the commission makes the following findings:
 - (1) The structure, or structure and land in combination, cannot reasonably or economically be used for a conforming purpose. This finding is met. The purpose of the GFCDC/PPL program is to provide affordable housing to low income individuals and families. If the applicant were required to deconvert the structure to a single family home, they would not only incur significant cost, but their ability to collect a reasonable amount of rent to continually fund the program would be reduced. Rents generated by the proposed one-and two- bedroom units are estimated to be \$5,256 higher per year than those generated by the deconverted three-bedroom unit.
 - (2) The proposed use is equally appropriate or more appropriate to the district than the previous nonconforming use. This finding is met. The proposed use as a duplex is equally appropriate to the district as the previous duplex use.

- (3) The proposed use will not be detrimental to the existing character of development in the immediate neighborhood or endanger the public health, safety, or general welfare. This finding is met. The proposed use will not be detrimental to the existing character of development in the immediate neighborhood. Re-establishing the nonconforming use will put a structure back into service that has been vacant for the last year and a half. The proposed development fits in with the surrounding neighborhood and adjacent single and two-family structures.
- (4) The proposed use is consistent with the comprehensive plan. This finding is met. The Housing Chapter of the Comprehensive Plan supports an increase in housing choice (strategy H1.1) across the city to support economically diverse neighborhoods. In addition, the Housing Chapter identifies supporting the preservation of publicly-assisted and private affordable housing as a priority (H3.1). The District 7 plan lists the following two objectives that relate to this project: preserve the existing housing stock by rehabilitating units to accommodate future use (H1); and, encourage the development of affordable housing units via new construction and infill (H3).
- (5) A notarized petition of two-thirds of the property owners within one hundred (100) feet of the property has been submitted stating their support for the use. This finding is met. The petition was found sufficient on April 15, 2011: 20 parcels eligible; 14 parcels required; 14 parcels signed.
- 3. The Planning Commission has established guidelines for applications for nonconforming use permits for duplexes. While not themselves requirements, these guidelines lay out additional more objective factors the Planning Commission wishes to consider in determining if the required findings for granting nonconforming use permits listed in §62.109 of the Zoning Code can be made. The Planning Commission's Duplex Conversion Guidelines state that for applications for nonconforming use permits for duplexes in residential districts, staff will recommend denial unless the following guidelines are met:
 - A. Lot size of at least 5000 square feet with a lot width or front footage of 40 feet. This finding is met. The lot size for density purposes is 5,260 square feet and the lot frontage on Charles is 40 feet.
 - B. Gross living area, after completion of duplex conversion, of at least 1,500 square feet. Neither unit shall be smaller than 500 square feet. This condition is met. Each unit is 840 square feet.
 - C. Three off-street parking spaces (non-stacked) are preferred; two spaces are the required minimum. This condition is met. There are two spaces in the existing garage and one on an adjacent parking pad. GFCDC has not yet determined whether the garage will remain, but will either provide three parking spaces in their current configuration or on a paved parking pad in the same location.
 - D. All remodeling work for the duplex is on the inside of the structure unless the plans for exterior changes are approved by the Board of Zoning Appeals as part of the variance. (The Planning Commission will approve these changes for the cases they handle.) This condition is met. Other than exterior finishing, all remodeling work will take place inside the structure.
 - E. For the purpose of protecting the welfare and safety of the occupants of any structure that has been converted into a duplex without the necessary permits, a code compliance inspection shall be conducted and the necessary permits obtained to bring the entire structure into conformance with building and fire code standards; or the property owner must, as a condition of the approval, make the necessary improvements to obtain the necessary permits and bring the entire structure into building and fire code compliance within the time specified in the resolution. This condition is met. The applicant will work with the Department of Safety and Inspections

Zoning File # 11-130-099 Zoning Committee Staff Report Page 3

to obtain the necessary code compliance documentation and permits.

The application for the permit shall include the petition, a site plan meeting the requirements of section 61.401, floor plans, and other information as required to substantiate the permit. This finding is met.

I. **STAFF RECOMMENDATION:** Based on the findings above, staff recommends approval of the re-establishment of nonconforming use as a duplex at 711 Charles Avenue subject to the condition that the applicant adhere to all applicable code requirements and receives a certificate of occupancy for a two-unit building.

NONCONFORMING USE PERMIT APPLICATION
Department of Planning and Economic Development
Zoning Section
1400 City Hall Annex
25 West Fourth Street

	Zoning Office Use Only
	File #: // = / 500
" \ ¬	Fee: 700 00
l) - /	Tentative Hearing Date:

	aul, MN 55102-1634
(651) 26	# 3529 2314 0085
APPLICANT	Name <u>Greater Frostown CDC</u> Address S33 Dale Street N
	City Straul st. MN zip SS 103 Daytime Phone 799
	Name of Owner (if different) City of Strow MRA
	Contact Person (if different) Tow Phone 651-789-7400
PROPERTY	Address/Location 711 Charles Avenue
LOCATION	Legal Description Syndicate No. 2 Addition Lot 23 BIK2
	(attach additional sheet if necessary) Current Zoning K4/R-Duplex Lesson Non Conforming R
· .	CON Z
TYPE OF PERMIT	7: Application is hereby made for a Nonconforming Use Permit under provisions of Chapter 62, Section 109 of the Zoning Code:
The permit is for:	 □ Change from one nonconforming use to another (para. c) □ Re-establishment of a nonconforming use vacant for more than one year (para. e) □ Establishment of legal nonconforming use status for use in existence at least 10 years (para. a) □ Enlargement of a nonconforming use (para. d)
SUPPORTING INF	FORMATION: Supply the information that is applicable to your type of permit.
Present/Past Use	Two Unit Building
Proposed Use	Two Unit Building
Attach additional s	theets if necessary CK 3356 700°
	700°°
Attachments as re-	quired Site Plan Consent Petition Affidavit
oplicant's Signati	ure All Heurichsen Date 3/31// City Agent P

greater **frogtown**

community development corporation

April 5, 2011

St. Paul Planning Commission C/o Zoning Section 25 West Fourth Street 1400 City Hall Annex Saint Paul, MN 55102

Dear Committee Members:

This letter is in reference to our application for the re-establishment of a non-conforming use for 711 Charles in St. Paul. Since the property has been vacant for more than one year, we are requesting the reestablishment of the previous use as a two unit property. Based on the zoning regulations, there are five areas which must be confirmed to approve the change in zoning status.

First, the structure, or structure and land in combination cannot reasonably or economically be used for a conforming purpose. GFCDC's plan is to utilize this property as a two unit rental property. The use of the property as a single family home would not be reasonable or economically sound. This property has been used as a duplex for 87 years according to Ramsey County Property Records.

Second, the proposed use is equally appropriate or more appropriate to the district than the previous non-conforming use. Since the property was two units in the previous use, it is equally appropriate for continued use as a two unit property. There are no major changes being made to the structure of the building or the existing property.

Third, the proposed use will not be detrimental to the existing character or development in the immediate neighborhood or endanger the public health, safety or general welfare. We are maintaining the current structure of the home. The surrounding properties are of equal height and size. If there are any concerns about property management, GFCDC will be utilizing Guardian Management to manage and maintain the property once it is occupied and rented.

Fourth, the use is consistent with the comprehensive plan for the surrounding area. In the 2010 Comprehensive Plan, there is support for the creation of new affordable housing opportunities. The plan mentions assisting community development corporations in the acquisition of affordable housing. Also, the plan states "the City/HRA should promote existing and innovative new programs and incentives that support rehabilitation of one-to-three-unit residential properties, especially in areas with less vibrant housing markets." The plan encourages "the acquisition of privately-owned affordable housing and land for affordable housing by nonprofit organizations, land trusts, community development corporations, religious institutions, tenants, or private sector actors committed to affordable housing, thereby protecting it from upward pressure on prices and rents. This is a priority in areas expected to experience gentrification."

greater frogtown

community development corporation

Fifth, we have obtained a notarized petition of surrounding property owners. 14 of 20 property owners have agreed to our proposed use for the property. Based on zoning regulations, this is more than two-thirds of the surrounding property owners or 70%.

This foreclosed property has been vacant for more than eighteen months. Neighbors on this block are anxious for the property to be renovated and occupied again. Our finished product will be a two-unit building with two bedrooms on the upper floor and one bedroom on the lower floor for families with incomes below 50% of the area's median income.

We are excited to begin renovation of this property and to provide affordable rental housing in the midst of the foreclosure crisis that has hit Frogtown.

If there is any further information needed, please let us know and we'd be happy to provide it. Thank you for considering our request.

Sincerely,

Jill Henricksen

Executive Director

Gall Heinchser

651-789-7487

Sponsorship:		•		
1	•		 ommissioner	Carter

RESOLUTION NO. 10-06/23-

AUTHORIZATION TO ENTER INTO A DEVELOPMENT AGREEMENT AND OBLIGATE NSP FUNDS TO GREATER FROGTOWN COMMUNITY DEVELOPMENT COMPANY AND PROJECT FOR PRIDE IN LIVING, INC. FOR PÄRECLS 749 UNIVERSITY, 826 SHERBURNE, 750 SHERBURNE, 783 CHARLES AND 711 CHARLES ALL ACQUIRED NSP/ISP PROPERTIES FOR PROPOSED RENTAL DEVELOPMENT LOCATED IN THOMAS-DALE DISTRICT 7

WHEREAS, the Housing and Redevelopment Authority of the City of Saint Paul, Minnesota ("HRA") has duly adopted and there is now in legal effect a City-Wide Comprehensive Plan/Redevelopment Plan for the acquisition, demolition, rehabilitation and resale of properties and incorporates the Housing Plan which identifies activities that the City/HRA will undertake to improve neighborhood stability which activities can take place in Thomas-Dale District 7 area as a part of this plan; and

WHEREAS, the City of Saint Paul recognizes the problems created by deteriorated and blighting building, inappropriate land use and vacant/under utilized land in its neighborhoods, and also recognizes the need to take the initiative to address these issues by providing a decent mix of housing opportunities in a wide range of economic diversity which could include affordable housing in order to revitalize and stabilize our existing neighborhoods which in turn assist in preserving the City's most affordable housing; and

WHEREAS, the Housing and Redevelopment Authority of the City of Saint Paul has the power to engage in development or redevelopment activities under Chapter 469 of the Minnesota Statutes, Housing and Redevelopment Act ("Act") and by authority of said Act engages in activities relating to: 1) housing projects and development; 2) removal of prevention of the spread of conditions of blight or deteriorations; 3) bringing substandard buildings and improvements into compliance with public standards; 4) disposition of land for private development; and 5) improving the tax base and the financial stability of the community; and engages in the aforementioned activities when redevelopment or development needs cannot be met through reliance solely upon private initiative, and may engage in said activities in targeted neighborhoods; and

WHEREAS, on August 8, 2007, by Resolution No. 07-08/08-3 HRA approved the Invest Saint Paul Initiative including a work plan and budget covering (1) organization Support/Community Outreach; (2) Rehabilitation; (3) Mortgage Financing-incentives; (4) Strategic Acquisition; (5) Neighborhood Commercial Corridors; (6) Large Redevelopments; and (7) Supportive Housing; and

WHEREAS, on February 25, 2009, by Resolution No. 09-02/25-6 HRA authorized the Executive Director to enter into purchase agreements, accept donated property and execute all necessary documents in order to complete closings on properties to be acquired as strategic acquisitions under the NSP Programs under the ISP Initiative; and

On February 25, 2009, by Resolution 09-02/25-5 HRA approved the Neighborhood Stabilization Program and Rebuilding Plan 2009-2013 and accepted \$10.6 million in Federal Funds (NSP 1) and authorized the Executive Director to enter into purchase agreements, accept donated

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property and executed all necessary documents in order to complete closings using NSP 1 funds; and

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WHEREAS, NSP funds came with extensive restrictions and an extremely short timeline to expend and/or obligate funds by September 20, 2010, any unspent or unobligated funds are returned to the Federal Government after said date, in addition to the tight timeline 25 % of the \$10.6 million or \$2.65 million has to be spent/obligated on housing for families at 50% of the median income; and

WHEREAS, HUD released a recent NSP Policy Alert putting more definition into what actions grantees need to take to obligate funds for specific activities to insure that funds are set aside to meet the obligations of the properties acquired and their needed funding requirements and will require that HRA have executed agreements either with construction contractors who have bid and been awarded the rehabilitation contracts or in the case of developers a development agreement must be executed with the developer that obligates the funds needed to complete the project and meet the requirements; and

WHEREAS, the HUD guidance for NSP funding allows us to obligate future maintenance costs on properties but does not allow obligation of funds for rehabilitation and/or new construction unless we have actual executed contracts with a contractors for rehab and /or an executed developer agreement for projects; and

59.

WHEREAS, HRA by Resolution 10-05/26-3 designated Greater Frogtown Community Development Company (GFCDC) and Project for Pride In Living, Inc. (PPL) tentative developer for properties at 749 University, 750 Sherburne, 826 Sherburne, 783 Charles and 711 Charles, Thomas-Dale District 7, all properties acquired under NSP were duplexes and identified that three would continue to be used as duplexes providing six (6) 2-br units and two (2) being converted to single family rental providing 2-3br units; and

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WHEREAS, GFCDC and PPL will be the owner/developer and hire Guardian Property Management, LLC, a small company specializing in the management of small to mid-sized rental properties, to manage these properties. Rehabilitating these rental properties located close to the light rail transit will help to maintain affordable rental housing opportunities that were identified as a concern in developing the light rail transit corridor plan.

NOW THEREFORE, BE IT RESOLVED that the Housing and Redevelopment Authority of the City of Saint Paul, Minnesota, hereby approves and authorizes as follows:

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1. That HRA and Greater Frogtown Community Development Corporation and Project for Pride In Living Inc. both Minnesota non-profit corporations or its designee enter into a Development Agreement for the development of the properties at 749 University, 750 Sherburne, 826 Sherburne, 783 Charles and 711 Charles in Thomas-Dale District 7 with the following contingencies:

Complete final specifications for rehabilitation.

Complete the bidding requirements for contracted work and timeline.
Complete setting up the LLC that will own the property.

• Comply with all other NSP and City/HRA requirements

 Hold public hearing for sale

- That HRA hereby obligates \$825,000 of NSP 1 funds for the redevelopment of 749 University,
 750 Sherburne, 826 Sherburne, 783 Charles and 711 Charles to provide affordable housing at or
 below 50% of the area median income and hereby conform to the objectives and specific
 requirements of the Neighborhood Stabilization Program under the Invest Saint Paul Initiative and
 meet the intended reuse of the program and the City Wide Consolidated Plan.
- That the Executive Director of the HRA is hereby authorized to execute and negotiate any changes, deletions or revisions to the Development Agreement which do not substantially change the rights or obligations of the HRA or Developer under the Development Agreement.

HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF SAINT PAUL, MINNESOTA

REPORT TO THE COMMISSIONERS

DATE: JUNE 23, 2010

REGARDING:

AUTHORIZATION TO ENTER INTO A DEVELOPMENT AGREEMENT AND OBLIGATE NSP FUNDS TO GREATER FROGTOWN COMMUNITY DEVELOPMENT COMPANY AND PROJECT FOR PRIDE IN LIVING, INC. FOR PARECLS 749 UNIVERSITY, 826 SHERBURNE, 750 SHERBURNE, 783 CHARLES AND 711 CHARLES ALL ACQUIRED NSP/ISP PROPERTIES FOR PROPOSED RENTAL DEVELOPMENT LOCATED IN THOMAS-DALE

DISTRICT 7

Requested Board Action

The specific actions being request of the HRA Board are as follows:

- 1. Enter into a Development Agreement with Greater Frogtown Community Development Company and Project for Pride In Living, Inc. for the sale and rehabilitation of five (5) duplexes located at 749 University, 750 Sherburne, 826 Sherburne, 783 Charles and 711 Charles, District 7.
- 2. Designate \$825,000 of Neighborhood Stabilization Funds (NSP) for the rehabilitation of 749 University, 750 Sherburne, 826 Sherburne, 783 Charles and 711 Charles for eight (8) rental units.

Background

On February 25, 2009, by Resolution 09-02/25-5 HRA approved the Neighborhood Stabilization Program and Rebuilding Plan 2009-2013 and accepted \$10.6 million in Federal Funds (NSP 1). These NSP 1 funds came with extensive restrictions that continue to be amended and an extremely short timeline to expend and/or obligated by September 20, 2010. Any unspent or unobligated funds are returned to the Federal Government after said date. In addition to the tight timeline 25 % of the \$10.6 million or \$2.65 million has to be spent/obligated on housing for families at 50% of the median income.

HUD released a recent NSP Policy Alert putting more definition into what actions grantees need to take to obligate funds for specific activities to insure that funds are set aside to meet the obligations of the properties acquired and their needed funding requirements. The NSP Policy

Alert identified that grantees will need to have executed agreements either with Construction Contractors who have bid and been awarded the rehabilitation contracts or in the case of developers a development agreement must be executed with the developer that obligates the funds needed to complete the project meeting the requirements of NSP. The Policy Alert also allows us to obligate future maintenance costs on properties that will take longer to address both in rehab and land banking for future development, but does not allow for setting aside funds for rehabilitation and/or new construction unless we have the actual bid and /or a developer. See Attachment B – Background to see the number of properties HRA has in various categories. By following the HUD guidance for NSP obligations and getting development agreements executed we will be able to obligate the remaining \$4.0 million to rehabilitate 23 single family units and 18 rentals. In addition to these 41 units we have worked with Habitat who purchased 14 properties for rehab or new construction which have or will be started this year. As ownership properties that used NSP funds get sold some of the funds that come back can be recycled by HRA for the same purposes but we are no longer under the 18 month expenditure timeline, HRA has until 2013 to meet the remaining terms.

Current

On May 26, 2010, HRA by Resolution 10-05/26-3 designated Greater Frogtown Community Development Company (GFCDC) and Project for Pride In Living, Inc. (PPL) tentative developer of properties at 749 University, 750 Sherburne, 826 Sherburne, 783 Charles and 711 Charles, Thomas-Dale District 7. All these properties were duplexes that were acquired through NSP and identified that three would continue to be used as duplexes providing six (6) 2-br units and two (2) being converted to single family rental providing 2-3br units. GFCDC and PPL will be the owner/developer and hire Guardian Property Management, LLC, a small company specializing in the management of small to mid-sized rental properties, to manage these properties. Rehabilitating these rental properties located close to the light rail transit will help to maintain affordable rental housing opportunities that were identified as a concern in developing the light rail transit corridor plan.

- 749 University is zoned B3 business district and are legal non-conforming duplex
- 711 Charles and 783 Charles are zoned R4 single family and are noted as legal nonconforming use

- 750 Sherburne and 826 Sherburne are zoned R4 single family and will be deconverted to single family from legal non-conforming duplexes
- Parks and schools are located ¼ mile of development. (see Attachment C)
- Wilder planning district demographic profile is attached (see Attachment E)
- Acquisition was done under NSP, and all properties were foreclosed and are vacant

Budget Action

Obligate \$825,000 towards the development of 3 existing duplexes and converting 2 existing duplexes to single family rental to provide larger family rental units. \$775,000 will be used for rehabilitation averaging \$96,875 per unit (4-2br. and 2-3br); and \$50,000 to be placed in an debt service reserve account. The debt service reserve account is to insure that there are sufficient funds to cover debt service when vacancy exists and to start to build a future capital reserve for future property repairs all of which help meet the requirement that the units be rented to families at or below 50% of the median income. Source of assistance will be NSP 1 funds. This obligation is contingent on finalizing the Scope of Work, bidding process, forming Limited Liability Company and meeting all other NSP requirement documents as necessary. These contingencies will be included in the Development Agreement.

Future Action

Public Hearing for Sale of Properties.

Financing Structure

HRA purchased 749 University, 750 Sherburne, 826 Sherburne, 783 Charles and 711 Charles with NSP 1 funds for \$214,802. The current evaluations for cash flow would keep units affordable long term (30 years). The initial 15 year affordability term will be to families at or below 50% of median income and meet the NSP requirement. After meeting the initial NSP affordability requirement units would remain affordable to families at or below 80% of median income for an additional 15 years. The original acquisition price of \$214,802 would be set-up as a deferred loan with no interest accruing for the length of the NSP affordability period and then forgiven. The estimated rents would bring in approximately \$68,696 yearly with expenses estimated at \$61,152 leaving an NOI of \$7,544 to cover debt service. The estimated fair market

value of these properties when rehabilitated may be at \$710,000. The financing assistance will be structured to have payments deferred for the first 24 months, after that date payments would be based on 1% interest only for a 30 year period (\$7,750 yearly). That at 5 year intervals the cashflow of the properties will be re-evaluated to see if payments could be increased during the affordability term. Consideration of any increase will require that the debt service is being covered at a 1.15 ratio. At any time after the 30 year affordability period if GFCDC/PPL sells the property HRA is to receive 25% of the appraised value. If GFCDC/PPL sells the property prior to the 30 year affordability period HRA is to receive 50% of the appraised value.

PED Credit Committee Review

PED Credit Committee will be reviewing these terms to designate the risk rating for recording.

Compliance ·

This development will have to comply with the following requirements:

- 1. Affirmation Action/Equal Employment Opportunity
- .2. Vendor Outreach
- 3. Section 3
- 4. Limited English Proficiency
- 5. NSP Affordability Covenants
- 6. Fair Housing Opportunities
- 7. Two Bid Policy
- 8. Federal Davis Bacon Wage Rate (8 or more units)

Green/Sustainable Development

The project will comply with the Interim Saint Paul/HRA Sustainability Initiative. The project also needs to meet the following NSP requirements:

- 1. Minnesota Green Standards for Rehab
- 2. HUD Healthy Home Requirements
- 3. Lead Base Paint and Hazardous Waste
- 4. All local and State building codes together with HRA's NSP guiding principle adopted

February 24, 2009: "provide healthy, affordable and quality housing, improving the housing stock above minimum standards by addressing lead, mold, radon, energy efficiency and curb appeal elements."

Environmental Impact Disclosure

For the existing NSP program, the Tier 1 environmental review determined that all activities were either exempt or categorically excluded.

Historic Preservation

Each individual project, identified by the address of the property that was acquired, was subject to a Tier 2 environmental review, which included consultation with the State Historic Preservation Office. All properties have received the appropriate sign-offs.

Public Purpose

This action supports all three strategies of the Housing Chapter of the City's Comprehensive Plan: 1) Build on Saint Paul's strengths in the evolving metropolitan housing market; 2) Preserve and promote established neighborhoods; and 3) Ensure the available of quality and affordable housing across the City.

The development also support the goal of the ISP/NSP Program and Plan to strategically channel resources into neighborhoods being challenged by recent economic and social downturns and persistent disinvestment including: 1) creating working partnerships among private developers, CDCs, District Councils and neighborhood residents; 2) bring together resources, time, talent and funding in neighborhoods poised to prosper after a prolonged period of disinvestment; 3) reduce the number of vacant houses; 4) rehabilitate or address housing units to strengthen the housing stock; 5) improve stability and quality of life in neighborhoods; 6) build on strengths in St. Paul's neighborhoods.

Recommendation:

The Executive Director recommends approval of the attached Resolution authorizing the HRA to enter into a Development Agreement with Greater Frogtown Community Development Company and Project for Pride In Living, Inc. \$825,000 of NSP I funds for the rehabilitation and operations of 5 properties providing 8 units District 7.

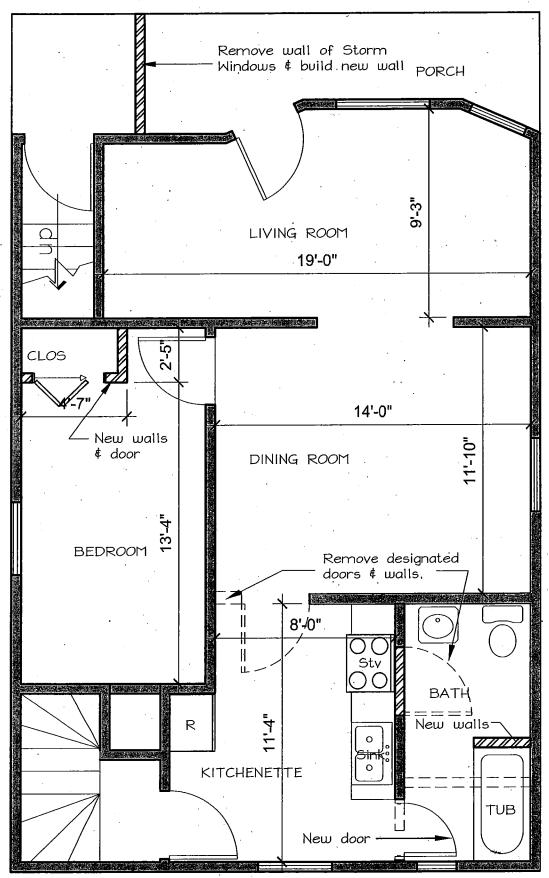
Sponsored by: Commissioner Carter

Staff: Sheri Pemberton-Hoiby 651-266-6615

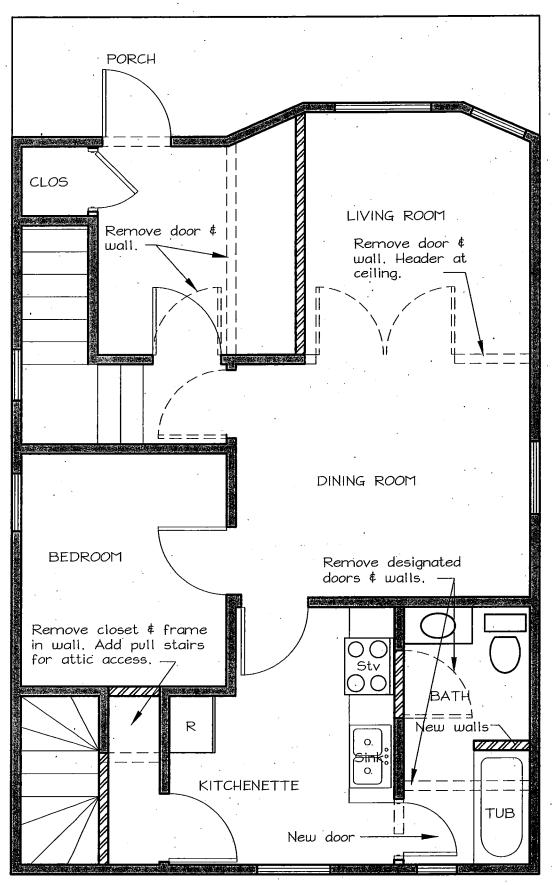
Tom Sanchez 651-266-6617

Attachments

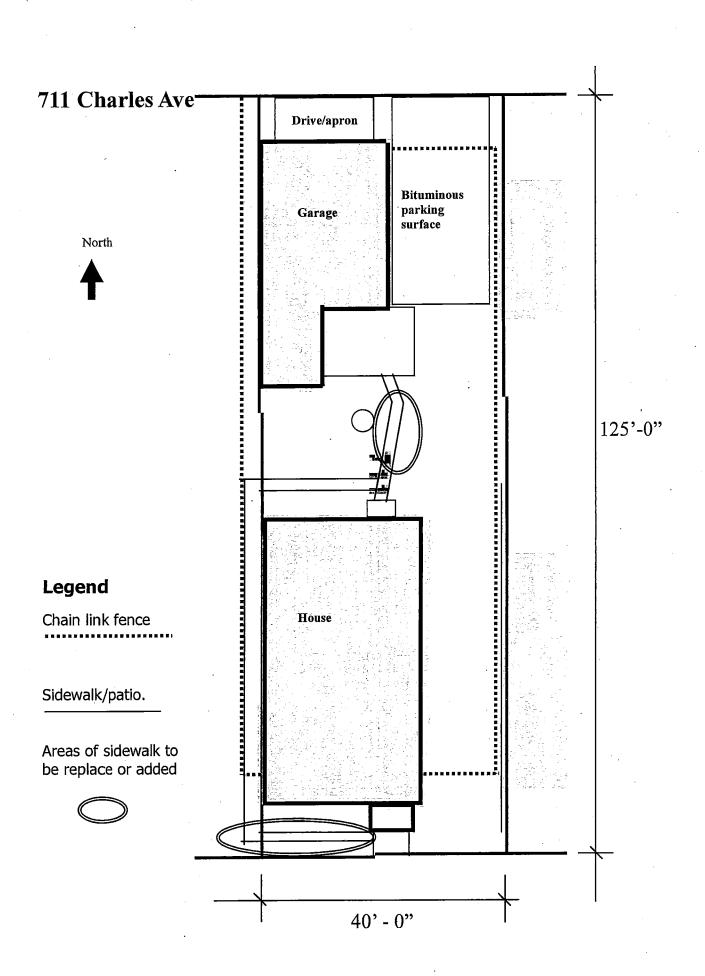
- Attachment A -- Resolution
- Attachment B -- Background Attachment
- Attachment C -- Map/Address of Project, should include libraries, parks, schools.
- Attachment D -- Public Purpose Form
- Attachment E -- Wilder Demographic Data



711 Charles: 1st FLOOR



711 Charles: 2nd FLOOR 4"Scale



ZONING WORKSHEET

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CONSENT OF ADJOINING PROPERTY OWNERS FOR A NONCONFORMING USE PERMIT

We, the undersigned, owners of the property within 100 feet of the subject property acknowledge that we have been presented with the following:

A copy of the application of <u>Greater Frostown</u> CDC,
(name of applicant)
to establish a R4/R-Duplex Legal Non-Conforming,
(proposed use)
located at 711 Charles Avenue, St Paul MN 5510 (address of property)

requiring a nonconforming use permit, along with any relevant site plans, diagrams, or other documentation.

We consent to the approval of this application as it was explained to us by the applicant or his/her representative.

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NOTE: All information on the upper portion of this application <u>must</u> be completed prior to obtaining eligible signatures on this petition.

9/08

CONSENT OF ADJOINING PROPERTY OWNERS FOR A **NONCONFORMING USE PERMIT**

We, the undersigned, owners of the property within 100 feet of the subject property acknowledge that we have been presented with the following:

A copy of the application of <u>Greater Frostown</u> CDC	,
(name of applicant)	
to establish a RY/R-Duplex Lesal Nox-Coxforming	,
(proposed use)	
located at 711 Charles Avenue, St Paul MNSSI	04
(address of property)	

requiring a nonconforming use permit, along with any relevant site plans, diagrams, or other documentation.

We consent to the approval of this application as it was explained to us by the applicant or his/her representative.

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NOTE: All information on the upper portion of this application <u>must</u> be completed prior to obtaining eligible signatures on this petition.

CONSENT OF ADJOINING PROPERTY OWNERS FOR A **NONCONFORMING USE PERMIT**

We, the undersigned, owners of the property within 100 feet of the subject property acknowledge that we have been presented with the following:

A copy of the application of <u>Greater Frogtown CDC</u> ,
(name of applicant)
to establish a R4/R-Duplex Legal Non-Conforms
(proposed use)
located at 711 Charles Avenue, St Paul MN 55104 (address of property)

requiring a nonconforming use permit, along with any relevant site plans, diagrams, or other documentation.

We consent to the approval of this application as it was explained to us by the applicant or his/her representative.

ADDRESS OR PIN	RECORD OWNER	SIGNATURE	DATE
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NOTE: All information on the upper portion of this application <u>must</u> be completed prior to obtaining eligible signatures on this petition.

CONSENT OF ADJOINING PROPERTY OWNERS FOR A NONCONFORMING USE PERMIT

We, the undersigned, owners of the property within 100 feet of the subject property acknowledge that we have been presented with the following:

A copy of the application of

signatures on this petition.

sreater Frostowa

(name of applicant)

to establish a	R-Duplex Le	al Nox-Coxfor	رم إلم			
to establish a R4/R-Duplex Legal Non-Conforming (proposed use) located at 711 Charles Avenue, Strail MNSS104 (address of property)						
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We consent to the appr his/her representative.	coval of this application as it	was explained to us by the app	plicant or			
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NOTE: All information on the upper portion of this application must be completed prior to obtaining eligible

9/08

CONSENT OF ADJOINING PROPERTY OWNERS FOR A NONCONFORMING USE PERMIT

We, the undersigned, owners of the property within 100 feet of the subject property acknowledge that we have been presented with the following:

A copy of the application of _

signatures on this petition.

Frogtown Development, LLC consisting of Greater Frogtown

A copy of the application	Community (name of	applicant)Development Com	pany and Project
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located at 711 charte.		of property)	
requiring a nonconformidocumentation.	ng use permit, along with any	relevant site plans, diagrams	, or other
We consent to the appr his/her representative.	roval of this application as it	was explained to us by the	applicant or
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NOTE: All information on the upper portion of this application must be completed prior to obtaining eligible

9/08

AFFIDAVIT OF PETITIONER FOR A CONDITIONAL USE PERMIT OR A NONCONFORMING USE PERMIT

STATE OF MINNESOTA)

:SS

PATRICIA LEE LAMMERS
Notary Public-Minnesota
My Commission Expires Jan 31, 2012

COUNTY OF RAMSEY)

The petitioner, Steat Frestown COC, being first duly sworn, deposes and states that the consent petitioner is informed and believes the parties described on the consent petition are owners of the parcels of real estate described immediately before each name; each of the parties described on the consent petition is an owner of property within 100 feet of the subject property described in the petition; the consent petition contains signatures of owners of at least two-thirds (2/3) of all eligible properties within 100 feet of the subject property described in the petition; and the consent petition was signed by each said owner and the signatures are the true and correct signatures of each and all of the parties so described.

Jill Henricksen

NAME

533 Dale Street N

651-789-7487

TELEPHONE NUMBER

Subscribed and sworn to before me this

111 day of april , 2011.

NOTARY PUBLIC

SCUP ... :NCUP FIRST SUBMITTED RESUBMITTED DATE PETITION SUBMITTED: 4/-12-/ DATE PETITION RESUBMITTED: DATE OFFICIALLY RECEIVED: DATE OFFICIALLY RECEIVED: PARCELS ELIGIBLE: 20 PARCELS ELIGIBLE: PARCELS REQUIRED: PARCELS SIGNED: PARCELS SIGNED: Paul Dubruiel DATE: 4-15-11

ZONING PETITION SUFFICIENCY CHECK SHEET

REZONING

GFCDC's New Rental Program for 711 Charles, 750 Please join us for a community discussion about Sherburne, and 826 Sherburne.

February 17th, 6:30pm-7:30pm

843 Sherburne Avenue- Paul Hardt's House

Discussion will include:

*Property Management

*Construction Process

*Tenant Screening and Policies

*Non Conforming Use Application

greater **frogtown**

community development corporation

For More Information Please Contact Us at 651-789-7406

Dear Resident,

Greater Frogtown Community Development Corporation (GFCDC) is requesting your signature on a petition to be submitted to the City of St. Paul for the re-establishment of a nonconforming use at 711 Charles Avenue.

Since 711 Charles has been vacant for at least one year, we need approval of surrounding property owners to re-establish the property as a duplex. The upper unit will have two bedrooms and the lower unit will have one bedroom.

GFCDC, which has been in operation for 15 years, is a non-profit housing and small business developer and lender. We substantially renovate vacant properties for low income families and originate grants and loans for home improvements to Frogtown homeowners.

The property, at 711 Charles is currently owned by the City of Saint Paul and was awarded to GFCDC as part of our Frogtown Rental Program. GFCDC has partnered with Project for Pride in Living and has secured City and State funds for the complete renovation of the property. We will do energy improvements, replace all mechanicals and make any structural repairs necessary.

The tenants we select must pass a thorough background check and we are working with a reputable management company who specializes in managing small rental properties in inner city neighborhoods. In addition, GFCDC is located in the community at the corner of Charles and Dale Street. Our staff will work closely with the neighbors and our management company to proactively address any potential problems.

Please contact me at 651-789-7406 if you have any questions. I would be happy to talk with you further about our plans for the property. Thank you for your time.

Sincerely,

Ian Plitnick
Program Assistant, Americorps



Greater Frogtown CDC/Project for Pride in Living Guardian Management Rental Partnership

- GFCDC, a community-based housing organization, has been in the neighborhood for over 15 years. With its office located at 533 Dale Street, staff is available to address any concerns or problems that may arise.
- GFCDC will serve as a referral point for quality of life and community related concerns.
- GFCDC will coordinate a rental oversight committee, made up of neighborhood residents and staff from GFCDC and PPL.
- PPL has over thirty years experience of managing and developing rental properties in the Twin Cities.
- Guardian performs a 5 point reviews process on every tenant application:
 - o Rent to income ratio
 - o Housing/Rental history
 - Work history
 - o Credit review
 - Criminal background check.
- Guardian will assign a property manager to each of the Frogtown rental properties.
- Guardian requires each lessee to sign a crime free rental addendum that is attached to the lease.
- Guardian requires tenants to carry renters insurance for the unit they occupy.
- Guardian provides a 24 hour emergency number for after hour's maintenance issues.



